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April 28, 2022

**SUBMITTED VIA EMAIL:** [cmaciver@barrington.nh.gov](mailto:cmaciver@barrington.nh.gov)

Mr. Conner MacIver, Town Administrator  
Town of Barrington  
333 Calef Highway, PO Box 660  
Barrington, NH 03825

**RE: Letter Proposal Agreement for an Updated Salary Market Analysis Study**

Dear Conner:

Municipal Resources, Inc. (MRI) is pleased to submit this letter proposal agreement to conduct an Updated Salary Market Analysis Study for approximately 45 classifications covering positions in the Town of Barrington. The parameters of the project are provided in the following Scope of Work.

### **SCOPE OF WORK**

MRI conducted a comprehensive compensation study in 2019. The scope of this study is an update focusing on wages only. The work will involve a salary survey to collect data from 15+ comparable communities and focus on the wages from the 10 or more most comparable, with a target of the 75<sup>th</sup> percentile due to the current market in order to be competitive. Recommendations will be provided for possible modification to classification and pay plans as a result of the market analysis. The town will provide access to necessary wage data. A report will be generated that will include a proposed Pay and Classification Plan along with projected cost impact. The project will commence upon signing of this letter agreement with a duration of two to three months.

## **FEES AND CHARGES**

Our services for this project will be provided on a lump sum basis that is intended to cover all professional time and expenses. The process will be completed for a lump sum fee of **\$8,000**; payment to be made as follows:

**\$4,000** to be invoiced upon execution of contract.

**\$4,000** to be invoiced upon submission of a final report.

For additional services that are not covered in the scope of services, the city will be billed on an hourly basis at the rate of **\$135.00** per hour.

Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed. Invoices not paid within thirty (30) days will accrue interest at the rate of 1.5% per month.

## **MRI PERSONNEL IN CHARGE**

I will serve as the Principal-in-charge of this engagement, interfacing directly with the client. Additional team members will be assigned and participate as needed.

Sincerely,

*Carol M. Granfield, ICMA-CM*

Project Manager, Senior Management Consultant  
Director of Human Resource Services

## **UNDERSTOOD AND APPROVED AS CONTRACT AGREEMENT**

By:

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Conner MacIver, Town Administrator

Date:

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